

**Outline of ITIB/CIO/VITA Powers & Duties  
(As Per Enabling Legislation)  
D R A F T**

Category	ITIB	CIO	VITA
Purpose	"responsible for the planning, budgeting, acquiring, using, disposing, managing, and administering of IT in the COV"	"chief administrative officer of the Board to oversee the operation of VITA"	"responsible for administration and enforcement of the provisions of this chapter and the rules and policies of the Board"
Development of major IT projects	Approve/Disapprove/Terminate	Direct development of policies & procedures for VITA review of IT projects exceeding \$100k; recommend approval/disapproval Develop an approval process Disapprove projects between \$100k and \$1M not conforming to state or agency IT plans Provide "Project Planning Approval" for major IT projects Provide "Project Development Approval" for major IT projects	Review/recommend IT proposals based on criteria established by the Division (PMD) Recommend "Project Planning Approval" for major IT projects (PMD) Recommend "Project Development Approval" for major IT projects (PMD)
IT strategies, standards, priorities	Approve	Direct formulation/promulgation of policies, guidelines, standards, and specifications.... <sup>1</sup> Direct development of policies/procedures (w/DPB) integrated into COV strategic planning and performance budgeting process... <sup>2</sup>	Develop and adopt policies, standards, and guidelines for procurement of IT goods and services
Four-year plan for IT projects	Approve	Monitor IT trends & advances	Plan & forecast future needs; conduct studies/surveys of org. structures and

<sup>1</sup> "...for purchase, development, and maintenance of IT for state agencies necessary to support a unified approach to IT across the totality of state government, thereby assuring that the citizens and businesses of the Commonwealth receive the greatest possible security, value, and convenience from investments made in technology."

<sup>2</sup> "Such policies and procedures shall require consideration of the contribution of current and proposed technology expenditures to the support of agency and institution priority functional activities, as well as current and future operating expenses..."

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		<p>Develop plan</p> <p>Plan for acquisition, management, &amp; use of IT by agencies</p> <p>Approve agencies' IT plans</p>	<p>best practices</p> <p>Assist agencies in the development of IT plans and budget requests</p> <p>Direct the compilation and maintenance of an IT inventory</p> <p>Evaluate infrastructure needs/ capabilities and recommend approaches...<sup>3</sup></p> <p>Review agencies' IT plans and recommend approval to CIO (PMD)</p> <p>Monitor IT plans implementation and periodically report to CIO (PMD)</p>
Statewide technical & data standards for IT & related systems	Approve	See cells 2, 3, 7 & 12 this column	Develop statewide technical & data standards
Statewide IT architecture & related system standards	Approve	See cells 2, 3, 7 & 12 this column	See cell above
Criteria for review/approval of planning, scheduling, & tracking of major IT projects	Approve; terminate	<p>Direct development of policies and procedures for effective management of IT investments throughout their <i>entire life cycles</i><sup>4</sup></p> <p>Modify/suspend major projects not meeting performance measures; recommend termination to Board</p> <p>Review/approve all procurement solicitations involving major projects</p>	<p>Provide oversight for agencies' IT projects (PMD)</p> <p>Recommend approval of procurement solicitations involving major projects (PMD)</p>
RTIP report to Gov & GA	Submit	Review agency IT budget requests, recommend budget priorities	

<sup>3</sup> "...to ensure the future development, maintenance, and financing of an information technology infrastructure befitting the needs of state agencies and the service level requirements of its citizens."

<sup>4</sup> "...including, but not limited to, project definition, procurement, development, implementation, operation, performance evaluation, and enhancement or retirement. Such policies shall include, at minimum...IT projects estimated to cost \$1 million or more or deemed to be mission-critical or of statewide application by the CIO."

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Va. Technology Infrastructure Fund		Oversee and administer Prepare an annual plan for use of funds	
Outsourcing		Periodically evaluate the feasibility Outsource those resources that are feasible and beneficial to COV	
Public-private partnerships		CIO may enter into, to finance or implement IT programs & projects Increased revenues savings go to VA Technology Infrastructure Fund	Direct the establishment of statewide standards for efficient exchange of electronic info and technology, including infrastructure, between public and private sectors
Project management		Establish a methodology for conceiving, planning, scheduling and providing appropriate oversight Establish minimum qualifications & training standards for project managers Direct the development of any statewide or multi-agency enterprise project Develop/update a project management methodology Establish a clearinghouse identifying best practices, new developments, and previous experiences in developing major IT projects	Develop and adopt policies, standards, and guidelines for managing IT Implement the major project approval process (PMD) Assist CIO in developing & implementing PM methodology (PMD) Provide ongoing assistance to agencies in developing IT projects (PMD) Establish a cost-effective PM training program (PMD)
Security of government databases		--Direct the development of policies, procedures, & standards for assessing risks, determining appropriate measures and performing security audits --Designate a gov't entity to do periodic security audits of executive branch agencies --Receive agency reports and take necessary security actions	

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Category	ITIB	CIO	VITA
Regulations			"Prescribe regulations necessary or incidental to the performance of this chapter."
Service fees			Establish fee schedules
Additional powers—communications services & telecommunications facilities			[Not detailed herein]
Procurement—additional requirements			[Not detailed herein]
Internal service funds			[Not detailed herein]
VGIN Division/Advisory Board			[Not detailed herein]
Public Safety Communications Division/Wireless E-911 Services Board			[Not detailed herein]
Oversight of Enterprise Applications Public-Private Partnership Project Office <i>(As per Appropriation Act)</i>	Review and approve director's qualifications  Approve implementation strategy (milestones, deliverables, funding requirements)  Monitor development efforts; report to the Governor and General Assembly  Approve the partnership agreement  Approve budgets for: <ul style="list-style-type: none"> <li>• Project Office administrative costs</li> <li>• Each business process development and other related activity</li> </ul> Approve release of project funds held in the Va. Technology Infrastructure Fund  Report to Governor and General Assembly any anticipated use of funds from enhanced collections and cost recoveries  Receive quarterly reports on:		

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	<ul style="list-style-type: none"> <li>• Performance of implementation strategy</li> <li>• Administrative cost expenditures</li> <li>• Business process development expenditures</li> </ul>		

*N.B.*

Certain sections of the VITA code (like VGIN) were not included and could be added to a future draft.

In the footnotes, specific code language is included to help indicate legislative intent.

General Assembly, based on a JLARC study, introduced an extensive project management bill at the same time the Governor introduced his VITA bill. As part of the legislative/gubernatorial compromise, proposed project management detail made it into the final legislation as its own major section. The project management related content is noted here by a (PMD) reference.